



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>March 13, 1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>102</b>		Date Received <b>APR 25 1973</b>	Application No. <b>13-272</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture 19 Hunter Street, S.W. Atlanta, Georgia 30334</b>		Date Completed <b>MAY 1 1973</b>	
4. Person to Contact		6. Tel. No.	
5. Working Title		6. Tel. No.	

7. ACTION REQUESTED TO AMEND STANDARD NO. 423, DEC 12, 1972

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1970 to Date

9. Exact Series Title  
**STOP SALES AND RELEASES FILES**

10. What is the function of the office in which this record series is created?

Agency Common Standards -- These standards apply only to the Department of Agriculture. They are possible because more than one office of this agency creates files in the same record series, but for different geographic areas, different products or for different services within the overall functional responsibilities of this Department.

THIS IS A DEPARTMENT OF AGRICULTURE AGENCY WIDE "COMMON STANDARD".

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to "withhold from sale and release orders" on seed, fertilizer, dairy products, meats, pesticides, feed, and any other product, commodity, etc which is regulated by the Department.

Included are: Withhold from Sale Order (No No.) which identifies the dealer and the reason for stop sale.  
Release Order (No No.) which authorizes the dealer or firm to sell or dispose of the product or commodity.  
Correspondence relating to the withhold from sale order.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCED	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☐ [ ] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [x] OTHER see below, then:

- ☐ [ ] Hold in the current files area        month(s)/       year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold        year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify)

Hold withhold from sale order in folder with any correspondence in the active files until the "withhold" is withdrawn; then, withdraw folder from the active files and place the folder in the inactive files. Cut off the inactive files at the end of each calendar year, hold in current files area 1 year; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikes</i>	Date 3/13/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>Ellis D. Sikes</i>	3/13/73
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dixon</i>	4-22-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll West</i>	4-24-73
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert Sheel</i>	4-30-73

STATE RECORDS  
COMMITTEE